

# Disposing of records



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## Disposing of records

Records may be held in a variety of locations eg. paper/electronic filing system, laptop or other mobile devices. **Directorates and departments must put in place a process to identify and review all locations used and ensure that records for which they are responsible are disposed of in an appropriate way.**

## What is confidential?

Confidential waste collection is expensive and harder to recycle so please identify the most appropriate method of disposal by bearing in mind the following:

### Confidential waste:

**Any record containing personal *information about a living person e.g.***

- Any documents that reveal personal financial, health / medical, or any other personal details of a named living individual, or pass comment on a named living person;
- Staff discipline or appeals records, and redundancy records;
- Student admission records and discipline or appeal records;
- Job applications and interview notes;
- Accident books and records.

**Any record which, if made public before a certain period, may *breach commercial confidentiality e.g.***

- Contracts and tenders; Purchasing and maintenance records; Insurance records; Unpublished accounting records.

**Any record which may *breach intellectual property rights e.g.***

- Unpublished research material, drafts and manuscripts.

### Non-confidential waste:

**Generally, any record or copy of a record that *is already in the public domain*, including:**

- General letters and emails
- Charters, constitutions, ordinances, statutes and regulations
- Published directories
- Published minutes and reports
- Press releases
- Prospectuses
- Presentation materials
- Course guides and outlines
- Publicity material
- Blank examination papers (post exam)

- Theses (accepted)
- Data which has been wholly anonymised
- Published surveys

### Methods of disposal

Confidential records should be disposed of in your department's confidential secure waste bin. The contents are collected regularly by a contracted company and securely destroyed off-site.

If this method is not possible then the records should be shredded. A record should be kept of the disposal.

**Review:** Documents marked for review at the end of their retention period may be required for a longer period. Their status should be checked before any action is taken.

### Electronic records

A University Data Archiving working group has been established to identify data which we hold which may now need deleting, archiving, cleansing and/or anonymising (for statistical uses). They are primarily looking into data held in the SITS database but their work will also consider other online data held by the University.

A retention schedule and guidelines for electronic records will be established so that we can:

- Maintain the security of our data;
- Ensure compliance with data protection legislation;
- Avoid the 'slowing down' of our systems trying to cope with huge amounts of data.

For further details on the Data Archiving Group, please contact the Caroline Carfrae, Senior Student Records Manager: [c.carfrae@yorksj.ac.uk](mailto:c.carfrae@yorksj.ac.uk)

